

1005 - SPECIAL ASSISTANT TO THE CITY MANAGER

NATURE OF WORK

Highly responsible administrative staff and liaison work involving direction and coordination of specialized City projects and functions, analyses and preparation of reports, and other tasks as may be assigned by the City Manager.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Initiates and directs research and special studies and projects in needed areas.

Manages City programs or serves as liaison to groups or agencies working with the City.

Resolves or assists in the resolution of citizen complaints.

Represents the City Manager before Committees, Boards, citizen groups, and other agencies or organizations.

Makes recommendations in the development of administrative policies, and gives policy guidance to other employees.

Reviews and responds to or makes recommendations concerning incoming correspondence, memoranda, reports, and similar material.

Prepares letters to Commission, other memoranda, and reports.

Confers with and advises department and division heads in outlining and implementing plans for functions delegated by the City Manager.

Attends City Commission meetings, staff meetings, committee meetings, and conferences.

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles of general management, public and business administration, and their application to governmental administration.

Considerable knowledge of supervisory principles and practices.

Considerable knowledge of research techniques and the available sources of current information in the area of assignment.

Considerable knowledge of the principles and practices of modern office administration.

Knowledge of public relations principles and practices.

Ability to supervise subordinate employees in a manner conducive to full performance and high morale.

Ability to exercise judgement and discretion in devising, installing and/or interpreting City rules, regulations, policies or procedures.

Ability to establish and maintain effective working relationships with other employees, supervisors, department officials, officials of other agencies, and the general public.

Ability to carry out complex verbal and written instructions.

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Ability to express ideas and information clearly and concisely, both verbally and in writing.
Ability to discern and extract pertinent facts from verbal and written guidelines, policies and procedures, and apply these to a variety of problems.

MINIMUM REQUIREMENTS

Advanced college degree in Business or Public Administration or related field. Extensive administrative experience and responsibility including finance, budgeting, administration, project management, problem solving, decision making, or policy formulation/recommendation; or equivalent. Experience may substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, personal computer, calculator, copier, and fax machine. Some walking; no significant standing, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, or pulling.

SUPERVISION RECEIVED

Work is performed with substantial latitude for independent judgment. General and specific assignments are received from and reviewed by the City Manager.

SUPERVISION EXERCISED

Supervises, directs and is accountable for the work of supervisory, professional, technical, and clerical employees.

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